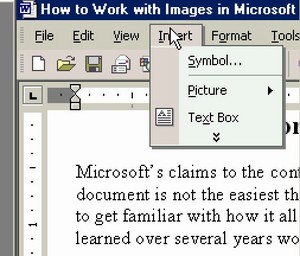
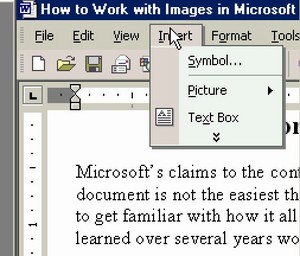
[](http://www.associatedcontent.com/image/61935/index.html)

Use the Insert Menu option to imbed images into MS Word documents.

Credit: Tonya Yirka  |  © Tonya Yirka

[](http://www.associatedcontent.com/image/61935/index.html)

**How to Work with Images in Microsoft Word**

Microsoft's claims to the contrary, working with pictures embedded into your MS Word document is not the easiest thing in the world. It takes time, patience and a lot of practice to get familiar with how it all works. In this document, I describe the techniques I've learned over several years’ worth of practice. In short, it's what works best for me.  
  
For those just beginning, the way to get an image into your document is to use the **Insert** command on your main menu. From the drop down menu, choose **Picture**, and then **From File**. You should get file information for your default directory. If there are any graphic files in your default directory, you should see a thumbnail (little picture) of each of them. To imbed a graphic into your document, manipulate your way to the directory of your choice, click on the image you want and then click on the **Insert** button at the bottom right of your screen. The image you selected should pop up in your document.

Note: You can also use **Windows Copy and Paste** to copy an image from another document or web page and then paste it into your document.

That was the easy part. From here on in, everything gets more difficult.  
  
Normally, the first thing you want to do is change the layout of your image. This will allow you to place the image in your document the way you prefer. To do so, click once on the image. You should see some little circles appear at the corners and the mid-points of the image, indicating Word is listening. Click your right mouse button to bring up the image manipulation menu. Choose **Format** **Picture**. On the menu that pops up, choose **Layout**. You should see five separate layout choices at the top of your popup menu. For most applications, choose **Tight**, it will allow you the most freedom in moving your image around. Click the Ok button once you have made your selection. This should take you back to your document with the image now imbedded.